

## **Purpose of this Handbook**

This handbook is designed to serve as an informative and procedural guide for all Pellissippi State Technical Community College students, employees, and alumni who are interested in becoming involved in intramural activities. Individuals and teams are expected to abide by the information contained in this handbook. Changes will be made at the captains/coaches meetings and documented.

## **Philosophy**

The Pellissippi State Technical Community College (PSTCC), Student Recreation Center (SRC), provides recreation, intramural, and leisure activities to meet the needs of all college members and community; which includes: staff, faculty, and alumni. Through participation, individuals benefit in the areas of physical and emotional health, development of friendships and sportsmanship, and provide and opportunity to release tension and emotional stress through participation in the program. Hopefully, all individuals will develop an appreciation of the worthy use of their leisure time and a wholesome attitude toward physical activity with the campus community.

## **Health and Safety**

Participation in the PSTCC Intramural program is COMPLETELY voluntary. The program is not responsible for injuries or accidents incurred by participants or spectators during such participation. Each participant should be aware of the demands and possible risks of the activities; which he/she

participates. It is strongly recommended that each participant has a medical examination prior to participation and carries health and accident insurance. Each participant must sign the intramural roster waiver form prior to participation in each organized activity. The waiver forms will remain on file in the SRC Office.

## **Accident Procedures**

A person who is injured while participating in Intramural Recreation activities should immediately report the injury to a game official, supervisor, or staff member. In the case of an emergency, call Campus Security at 6646. It should be noted that the injured party will be held financially responsible for any debts incurred by an injury or accident (i.e. ambulance, emergency room, X-ray, etc.). An emergency phone is located in the hallway, of the SRC and in the main office.

## **Conduct**

The College has developed regulations that are intended to govern student conduct on the campus. These regulations are described in Policy 04:02:00, Academic/Classroom Conduct and Disciplinary Sanctions and can be found on the PSTCC web site. In addition, students and guests are expected to follow intramural and SRC rules and regulations.

Individual or organizational misconduct that is subject to disciplinary sanction shall include but not be limited to the following examples:

1. Conduct dangerous to others. Any conduct that constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.

2. Hazing. Any intentional or reckless act in Tennessee, on or off the property of any higher educational institution, by one student, acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

3. Disorderly conduct. Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly, or that unreasonably disturbs other groups or individuals.

4. Obstruction of or interference with Pellissippi State activities or facilities. Any intentional interference with or obstruction of any college activity, program, event, or facilities.

5. Interference with the right of any college staff member or other authorized person to gain access to any college or college-controlled activity, program, event, or facilities.

6. Alcoholic beverages. The use and/or possession of alcoholic beverages is not allowed on Pellissippi State-owned or -controlled property.

7. Drugs. The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.

8. Gambling. Gambling in any form.

9. Failure to cooperate with Pellissippi State officials. Failure to comply with directions of college officials acting in the performance of their duties.

10. Unsportsmanlike Conduct as determined by the officials or intramural staff.

## **Disciplinary Action**

Disciplinary action may be taken against a student or spectator for violations of the PSTCC and SRC regulations. Upon determination that a student or team has violated any of the rules, regulations, or disciplinary offenses set forth in these regulations, disciplinary sanctions may be imposed, either singly or in combination, by the appropriate Pellissippi State officials and may include: game suspension, season suspension, permanent intramural suspension, facility usage suspension, campus suspension, or expulsion.

## **Sportsmanship**

Sportsmanship is vital to every intramural sport contest. Officials, program supervisors, teammates, and opponents all deserve each other's respect and courteous behavior. Good sportsmanship will be encouraged through the enforcement of intramural rules and regulations.

Any intramural official, supervisor, or administrator may warn, penalize, or eject players, teams, or spectators for unsportsmanlike conduct before, during, and following intramural contests. Disciplinary sanctions as stated above may be determined by the IM Director involving unsportsmanlike conduct including, but not limited to: threatening remarks, striking or shoving an opponent or official, unnecessary delay of a contest, excessive arguing, foul language, verbal or sexual harassment or threat, striking or intentionally pushing another player or official.

## **Ejections**

Any player ejected from a game for any reason will be automatically suspended for two games with further disciplinary

action dependent on the severity of the infraction. The ejected player must leave the playing area immediately (within one (1) minute). If not, the team will face possible forfeiture of the contest.

Once an individual has been ejected, all privileges are rescinded. It is the ejected player's responsibility to contact the IM Director within 24 hours to make an appointment to discuss the ejection and to determine reinstatement status.

Becoming involved in a fight: "He hit me first" or "I was defending myself" are not acceptable excuses for fighting.

Others involved in the incident may be required to have input in the meeting. Allow time before the next game for the meeting to be conducted.

Each team is responsible for the behavior of each team player and for team spectators. Spectators area also responsible for good sportsmanlike behavior and can also be ejected from the playing area.

When calls are made, players will not argue with officials. Officials make judgment calls to the best of their ability. Their judgment is not open to debate. Captains/coaches may call a time out in order to request rule interpretation.

### **How to Get on a Team**

If a person wishes to join a team, he/she should sign up on the free agent list which is posted on the Intramural Recreation bulletin board in the SRC. If a team needs a player, the person may be

called; however, it is best to pursue the following options:

1. Call team captains and ask if they need a player.
2. Attend the games.
3. See who appears to be shorthanded and ask to join.
4. Form a team using free agents

### **Entry Procedures**

1. Entry forms and rules for all intramural activities are available in the IM Office. Entries must be submitted by 9:00PM on the deadline date specified for each activity.
2. Team and individual/dual rosters must include each participant's first and last names (please no nicknames).
3. Each person is required to read and sign the waiver form before he/she will be allowed to participate in the intramural program.
4. The captain/coach must include his/her address and phone number on the entry form.
5. The IM Office does not assume responsibility if the needed information is not correct.
6. There are no restrictions on the number of players a team may have on the regular season roster.
7. List scheduling conflicts on the front of the entry form. The IM Office will **ATTEMPT** to schedule accordingly.
8. Players may be added to rosters throughout the regular season. Those listed must meet eligibility requirements.
9. Substitutes in individual/dual activities are not allowed **AFTER** the first scheduled contest is played.

10. Participation in a forfeited game does not constitute as playing.
11. The team captain/coach is responsible for picking up the rules for each activity from IM Office.

### **Eligibility Requirements**

1. All PSTCC and alumni who have paid the SRC fee, including Division Street, Blount County Center, and Magnolia Campus, currently enrolled and carrying a minimum load of one hour are eligible for intramural competition. All PSTCC employees, faculty and staff who have paid their SRC fees are also eligible for intramural competition.
2. It is the responsibility of the team captain/coach to file the appropriate individual or team entry form(s) for each activity by the entry deadline.
3. A separate entry form must be filed for each team (i.e. two forms if an organization is entering two teams.)
4. In order for an individual to be considered eligible for competition, he/she must read the waiver form and sign his/her name and social security number. The waiver form becomes the team roster once it is turned in to the IM Office. No one is allowed to sign a teammate's signature or social security number.
5. Team captains/coaches will be responsible for checking the eligibility of their own players as well as their opponents. For individual/dual entries, each participant is responsible.
6. the IM Office reserves the right to investigate the eligibility of participants if a protest is registered with IM Office.
7. Each captain/coach must fill out the game score book prior to participation. However, a name can be added to the score book after competition has started.
8. An individual will be allowed to participate with only one team in a given activity. Exceptions: An individual may participate on a coed team and one men's or women's team.
9. A player listed on two team rosters will be considered a member of the team he/she first plays.
10. Any player participating on more than one team in any given sport is an ineligible player and all games for the team which this person plays may be forfeited.
11. A name appearing in a score book constitutes having played in that game whether or not the individual actually entered the game.
12. Any player who participates under an assumed name will be barred from intramural competition for the remainder of the school year. Use of any assumed name is an Honor Code violation. The team will also forfeit the game in which the person participated.
13. Any person participating in IM activities and found to be ineligible shall be barred from competition ranging from a minimum of one game to possible disbarment from the program.
14. Any player ejected from a contest for any reason will be suspended for a minimum of two games and must report to make an appointment with IM Director before his/her next game, or that player will be considered an ineligible player and more punitive action may be considered. The officials are responsible for indicating such player's names on the score sheets

with a brief explanation of the cause for ejection.

15. To be eligible for playoff games, a player must have participate in at least one regular season game.
16. Additional eligibility rules may apply to specific tournaments, meets, and activities. Refer to the printed rules for those events.
17. The IM Office reserves the right to... warn or declare an individual ineligible for competition if his/her participation is considered harmful to himself/herself or to others; and declare any individuals or teams ineligible for further competition due to misconduct or proven ineligibility; and if a participant is suspected of not being a PSTCC student or employee. This may be done without a written protest from a team or individual.
18. A formal appeal to any of the above requirements may be made by an individual. Such appeals may be discussed and decided on by the IM staff.

### **Conflicts in Scheduling and Postponements**

The IM Office is well aware that the scheduling of intramural events can create a number of unforeseen conflicts for the team or individual. This does not include social engagements, work schedules or sickness. Whenever possible, the staff is willing to cooperate in extraordinary circumstances by allowing occasional postponements of contests. But because of the many entries, short seasons and facility availability, **these must be kept to a minimum.**

The team captain/coach is responsible for indicating on the back of then entry form the days and times in which they cannot play. The IM Office will make an effort not to schedule games on those days and times. However, **this is not a guarantee.** Teams or individuals wishing to reschedule a contest must do the following:

1. Contact the IM director to obtain a list of available rescheduling times.
2. Contact the opposing captain/coach. If the opposing team agrees to reschedule, a mutually convenient date/time should be agreed upon. This information should then be relayed to the IM director.
3. If the opposing captain/coach does not agree to reschedule the contest, they will be awarded a win by forfeit or advance default.
4. The IM Director will make the final decision concerning approval of the request.
5. Steps 1-4 must be complete and approved at least **48 hours** prior to the originally scheduled contest.
6. If two teams or individuals postpone a scheduled contest without the sanction of the IM Director, both teams/individuals will be charged with a forfeit for the contest.
7. The IM Director may postpone or reschedule a contest if circumstances warrant such action.

### **Inclement Weather and Darkness Policy**

1. Postponements due to field and/or weather conditions will be made by the IM Director. The decision will be made one and one-half hours prior to the first scheduled contest.
2. The IM Director will **ATTEMPT** to contact the team captains/coaches of

postponements. However, **only the team captain/coach** may call to question if the contest will be played.

3. On the field, the game officials and/or the IM Director/staff member will determine whether play will be continued. The outcome of a terminated game shall be determined by the intramural rules for that specific activity.

### **Playoffs**

Individuals may not be added to a team after the last regular season game.

1. A team member must have played in at least one regular season game/match in order to participate in the playoffs.
2. The top four (4) teams from each league will advance to the playoffs.
3. If a league has two divisions the top four (4) teams from each division will advance to the playoffs.
4. Playoffs will normally consist of 4-8 teams. This will depend upon the number of regular season teams and the amount of time for the playoffs to be completed.
5. Teams will be seeded according to their won-lost record and the possibility of avoiding to play another team from the same division in the first round of the playoffs.
6. In case of ties for playoff spots, the won-lost records of the tied teams will be used to determine a spot. If this does not produce a winner, teams with defaults/forfeits will be eliminated. Then the point differential against the tied teams and then against all teams in the league if necessary.
7. Captains/coaches or a team representative are required to attend

the playoff meeting, obtain schedules and notify their respective team members of playing times.

8. Teams should be aware that during the playoffs they will most likely play on days and times other than regular season schedule.

### **Protests and Procedures**

Protests based on a decision involving a judgment call by the official will not be allowed. Only one type of protest will be accepted, player eligibility, for consideration by the IM director.

1. Eligibility – protesting the eligibility of players is the responsibility of the individual team or team captain/coach and is to be made at the start of the game or when the player in question arrives at the game site.

### **Forfeits**

1. A forfeit will be declared when a team does not have the minimum number of players to compete in a contest at the scheduled time and place.
2. A team that accumulates a total of three (3) forfeits during the season or forfeits two (2) games in a row, will be dropped from the schedule for the remainder of the season.
3. If a team forfeits a game during the playoffs that team will be dropped from that tournament.
4. Forfeit time will be five (5) minutes after the scheduled game time.
5. A double forfeit will be declared if neither team has the minimum number of players to start a contest.

## **Alcohol and Drug Abuse**

Alcoholic beverages, smoking paraphernalia, and drugs are not permitted on any PSTCC campus athletic facility. Contests will not be played and will be forfeited if alcohol or drugs are not removed immediately. Students who appear “high” or “drunk” will not be permitted to participate in intramural contests. The officials or any intramural staff member has the authority and responsibility to make decisions regarding students who are not permitted to participate based on alcohol; (b) students actions and language.

All teams/individuals guilty of alcohol or drug abuse will be asked to leave the playing area and may be banned from further participation.

## **Awards**

Appropriate awards will be presented to the champions of each sport.

Intramural champion shirts will be presented to the overall team and individual/dual champions.

## **Notification of Publicity**

1. Flyers will be distributed throughout the campus. The Intramural bulletin board, located in the SRC, is the official source for all Intramural information.
2. E-mails will be sent to all students, faculty, staff, and alumni.
3. Intramural program calendars are available at the SRC.

## **Intramural Team Captains/Coaches**

The Intramural captain/coach is the contact person between the team and IM Office. If a team is to compete successfully in Intramural Sports, a good manager is an absolute necessity. Matters concerning the team are communicated to the captain/coach and he/she in turn is responsible for passing the information on to the team members. Information sent out by the IM Office should be read with care and followed with appropriate action. Each captain/coach should also see that the members of his/her organization are given the opportunity to read and interpret all pertinent communications.

### **The Intramural Captain/Coach is Responsible for:**

1. Submitting entries on time.
2. Attending or seeing that a team representative attends all captain’s meetings for activities in which the team is entered.
3. Knowing the eligibility rules and seeing that the team abides by them.
4. Notifying team members of date, place and time of contest.
5. Picking up game schedules from the IM Office.
6. Knowing the rules of the sports activity and relating the same to your team.
7. Completing arrangements with opposing managers and IM Office to play postponed games.
8. Never losing a game by forfeit.
9. Providing for the necessary people, such as timers and scorers when requested.
10. Submitting written protests to the IM Director on time and ensuring the protest is complete.

11. Making sure to print each contestant's full name on the score book.
12. Informing the IM Director or Coordinator as to their telephone number throughout that particular season.
13. Making sure all teams and individuals are at the activity playing site before the contest begins.
14. Making sure to check the score book before leaving the playing site to ensure the final score, players names and winner are recorded correctly.
15. Checking the win/loss record sheet in the IM Office regularly to verify that the team's record is correct.
16. Make sure team members and spectators conduct themselves as good sports.